



UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

July 18, 1967

Memorandum

To:

Presidential Library Coordinator

From:

Department Coordinator

Subject: Collection of materials for Presidential libraries

At the meeting of bureau and office coordinators held on July 11, Mr. George Robinson, Deputy Assistant Secretary for Administration stated that the immediate purpose of the program is the collection of materials available from Interior sources which illustrate our programs and accomplishments during the period from November, 1963 through June 30, 1967, and which are closely associated with the interests of President Johnson. Since this is a continuing program, materials created after June 30, 1967 will be considered at a later date.

Dr. Herman Kahn, who is representing the National Archives in this program, explained the general types of materials desired as being those which come under the following headings.

1. New or expanded Interior programs and legislation arising from or receiving Presidential interest or support. (in this and all other categories, background data, such as drafts, informal comments, and internal memoranda is as important as the final document itself)
2. Documentation to support the specific subjects contained in the list distributed to all bureaus and offices under date of April 5.
3. Interior publications which deal with Department history, policies, programs, and activities, excluding those which are purely routine, technical, or internal administrative in nature. Subjects such as beautification programs, improvement of Potomac River valley, Indian cultural advancement, and the

recent salt water symposium are typical examples of topics to be covered. Do not include publications issued by the Government Printing Office since these will be available from National Archives.

4. Operations of any so-called "Task Force" set up to look into a particular problem or program. These could be either Presidential or Secretarial.
5. Still photographs, motion pictures, slides, etc. which depict Interior activities when President Johnson or Mrs. Johnson were present.
6. Staff papers, memoranda, personal documents which relate to any major Johnson Administration issues, as well as papers on any subject in which the President or Mrs. Johnson took a personal interest, which went to the President for decision, or which emerged in response to White House requests.

When the Library is built, the materials which we provide will be subject to our control as to right to access, subject to the provisions of the Public Information Act (PL 90-23). Materials which you select in the above categories, or in others which you believe should be included, can be made available in several ways:

1. Microfilm copies
2. Office reproduced copies
3. Extra carbon copies
4. Official copies to be microfilmed by National Archives and returned to you.

Do not leave out needed documents merely because they bear security classifications such as SECRET or TOP SECRET. The Office of the Attorney General has ruled it is permissible to furnish or reproduce copies of such documents for this particular purpose.

Materials proposed to inclusion in the Library will be evaluated by a committee of 3 members - 2 from Interior and 1 from National Archives. These will be:

1. Charles R. Beard - AMO
2. Erik Bromberg - ALS
3. Evans Walker - NARS

To assist the committee in their appraisal of your submissions, each proposed subject group should be fastened together and described in a summary sheet. This sheet should list:

1. Name of your bureau of office
2. Type of material (film, reproduction, carbon, etc.)
3. A brief description of subject covered
4. Relation to the President's interests and programs
5. Key dates
6. Volume of material, its location, and the individual to be contacted for further information

The summary sheets will be reviewed by the Committee and you will be requested to furnish the actual material on those cases they select as appropriate for the Library.

This phase of the operation is scheduled to be finished by no later than December 31, 1967, with the preliminary review by not later than September 30. Therefore your first summary sheets should reach this office by September 20.

For your convenience, representative copies of submissions for some of the Kennedy Library materials are attached. While these varied widely in format, in general they proved valuable, and by standardizing on the format given above, our entire project should be completed on schedule.

Charles A. Deard

PROCEDURES FOR THE CURRENT COLLECTION OF DOCUMENTS FOR PRESIDENTIAL LIBRARIES

I. Types of materials to be collected include:

- a. Memoranda to the President
- b. Policy letters signed by the Secretary or the Under Secretaries
- c. Policy papers sent to the Secretary or the Under Secretaries
- d. Memoranda to the files
- e. Memoranda of conversations and minutes of meetings
- f. The Secretary's speeches, press conferences, radio and television appearances, testimony before Congressional Committees, pictures of swearing-ins conducted by the Secretary, pictures of the Secretary and/or the President (Collected by the Office of Information)
- g. Exhibit materials

II. Points where documents will be collected.

- a. The Executive Secretariat will collect copies of documents routed through the Secretariat.
- b. Offices of members of the staff and heads of staff offices will collect copies of documents not routed through the Secretariat.

III. Criteria for the selection of documents.

Documents which should be selected are those of major significance which play an important role in formulating policy on Treasury-related Presidential programs. A list of suggested presidential programs accompanies these procedures. It is not exhaustive and documents on additional or new subjects should be selected where pertinent.

IV. Method of collection.

- a. Executive Secretariat collection of documents.

Copies of documents will be arranged chronologically within subject categories describing Presidential programs.

- b. Office collection of documents.

It is suggested that a drawer in a file cabinet in each office be assigned to copies of these documents which should be arranged chronologically as collected. Mr. Rey, Director of the Executive Secretariat, or Miss McLaurin, Treasury Department Librarian, may be contacted to arrange transfer of these copies to the Executive Secretariat and their integration with copies selected there.

V. Transfer to Archives.

Documents originating on May 1, 1966, and continuing through the Johnson administration will be transferred to the Archives under authority of the transfer letter dated January 31, 1967, signed by Secretary Fowler and Dr. Bahmer. Secretary Fowler restricted access to the documents in accordance with Treasury security regulations. The Executive Secretariat will prepare the copies of documents for transfer to the National Archives and will accompany each transfer with a list describing the transferred documents by subject category.

April 17, 1967